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Linda McCulloch
Superintendent

September 20, 2006

To: Authorized Representatives

From: Madalyn Quinlan, Chief of Staff

Subject: AIM Student ID Refresher Training

This letter is a follow-up from the OPI's September 5 memo and addresses refresher training for the assignment of Student Identifiers. Please forward to the appropriate staff.

AIM – Achievement in Montana: Assignment of Student Identifiers
For Districts who would like a refresher for uploading their current student information system data and/or manually entering student elements for assignment of the student identifier, the OPI and Infinite Campus have scheduled additional WebEx training sessions on the following dates and times:

Monday, September 25	3:30pm - 4:30pm
Tuesday, September 26	8:30am - 9:30am

The WebEx training is delivered over the Internet, and you can participate in the training from any computer that has Internet access. The target audience for the training is the person(s) in your district who will prepare the file of student data elements for upload or manually enter the information into the AIM system. If your District has not already done so, the OPI highly recommends attending a training session. To register for training, please send an e-mail to Angi Kearney at akearney@infinitecampus.com with your representative's name, email address, district and selected session. Your representative will then be added to the session and will receive an automated WebEx invitation, which will include the session password and direct link to the session. **Please register at least 24 hours in advance of the session**.

We hope to have the process of assigning student identifiers to all K-12 public school students completed by October 1. School districts will complete this process by uploading a file to a secure site using OPI's specified file format (which can be found at http://opi.mt.gov/PDF/ITProjects/AIM/Import_Format.pdf) or manually entering the student information directly into the secure system.

On September 5 your district was mailed a User Name and password to access the AIM website and to request the assignment of student identifiers.

"It is the mission of the Office of Public Instruction to improve teaching and learning through communication,

Please note that the User Name and password for AIM is different from other passwords that your district received in June for Citrix, ADC, and MAEFAIRS. If you misplaced your password, you may request a new copy. OPI will send a replacement copy by mail to the district office. We will not e-mail your password information. To obtain your replacement copy by mail, please contact Dave Nagel at dnagel@mt.gov or (406) 444-1641.

Thank you for your time and attention to this information. We appreciate your partnership in our efforts to build quality education data systems.